

### Republic of the Philippines

# Department of Education

REGION VIII - EASTERN VISAYAS

June 24, 2024

REGIONAL MEMORANDUM

No. 706

s. 2024

# REITERATION ON THE CONDUCT OF VIRTUAL WORKSHOP ON USER ACCEPTANCE TESTING AND FINALIZATION OF THE ENHANCED E-IPCRF SYSTEM

To: Schools Division Superintendents

} Borongan City

} Eastern Samar

} Leyte
} Samar

All Others Concerned

- 1. Attached is Memorandum DM-OUHROD-2024-1208 from Wilfredo E. Cabral, Officer-in-Charge, Office of the Undersecretary, Human Resource and Organizational Development, dated June 20, 2024, requesting for the participation of the identified Regional Offices and Schools Division Offices (SDOs) in the conduct of online user-acceptance testing of the enhanced E-IPCRF System on June 26-28, 2024.
- 2. This Office, through the Human Resource Development Division (HRDD), requests the identified SDOs mentioned in the above Memorandum to provide the HRDD with the names of their office participants for the workshop. This information will be consolidated and submitted to the Central Office.

3. Immediate dissemination of and compliance with this Memorandum are desired.

EVELYN R. FETALVERO CESO IV

Regional Director 🖍

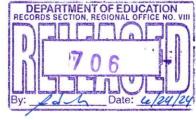
Enclosures: As stated References: As stated

To be indicated in the Perpetual Index under the following subjects:

WORKSHOP

ENHANCED E-IPCRF SYSTEM

HRDD-TJCP







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#### Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

## **MEMORANDUM** DM-OUHROD-2024-1208

TO:

**Regional Directors** 

Concerned Schools Division Superintendents

Concerned Public Elementary and Secondary School Heads

All Others Concerned

FROM:

WILFREDOIE. CABRAL

Regional Director

Officer-in-Charge, Office of the Undersecretary Human Resource and Organizational Development

SUBJECT:

VIRTUAL WORKSHOP ON USER ACCEPTANCE TESTING AND

FINALIZATION OF THE ENHANCED E-IPCRF SYSTEM

DATE:

20 June 2024

The Bureau of Human Resource and Organizational Development (BHROD), through the Human Resource Development Division (HRDD), is currently enhancing the Online e-IPCRF Collection and Consolidation System in preparation for its nationwide deployment in July 2024. The enhancement of the online system aims to improve its functionality and address issues and concerns encountered from its first year of implementation.

To provide feedback on the functionality and usability of the latest version of the online system, a virtual workshop on User Acceptance Testing and Finalization of the Enhanced e-IPCRF System will be conducted on June 26-28, 2024, with select users of the system across governance levels. Simultaneously, a stress test will also be conducted with all schools in Region 10 to determine the feasibility and capacity of the system in accommodating bulk number of users and uploaders at a certain time.

With this, we would like to request participants from identified Regional Offices (ROs) and Schools Division Offices (SDOs) to participate in the online user-acceptance testing on June 26-28, 2024. The orientation of users and discussion of feedback will be done via Microsoft Teams, while the accomplishment of the e-IPCRF tool and submission to the system will be done asynchronously at participants' own pace within the given schedule. For detailed program schedule, please see attached Annex A.

Identified ROs and SDOs for the activity are requested to submit the names of their participants on or before June 21, 2024, at 5:00 P.M. through this Office Form: https://bit.ly/UATeIPCRFParticipant. For details of the participants being requested, please see attached Annex B.

Should there be any questions or clarifications, you may contact BHROD-HRDD at telephone no. (02) 8470-6630 or email at bhrod.hrdd@deped.gov.ph.

Thank you.

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DEPARTMENT OF EDUCATION

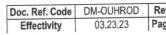
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THE DIRECTOR







#### Annex A

# Virtual Workshop on User-Acceptance Testing and Finalization of the Online e-IPCRF Collection and Consolidation System June 26-28, 2024

# Indicative Program Schedule

TIME	ACTIVITY	OBJECTIVE
	4 (Day 1) – Microsoft Teams	
8:30 AM -	Preliminary	
8:45AM		
8:45 AM -	Context-setting: Overview of the	To provide context and rationale of
9:30 AM	enhanced e-IPCRF System	the activity including the objectives
		and expected outputs
9:30 AM -	Orientation on the Actual User-	To set a common understanding of
10:30 AM	acceptance Testing	the tasks to be accomplished in the
		user-acceptance testing
10:30 AM -	Q&A	To clarify queries and concerns
11:00 AM	•	related to the tasks provided
11/00 11		
June 26-27.	2024 (Day 1 - Day 2) - Asynchronous	
Anytime	Conduct of user-acceptance testing	To test the functionality, usability, feasibility of the online e-IPCRF System
	a. Accomplish the e-IPCRF tool	
	b. Submit the e-IPCRF tool	To provide feedback on the test system
	using the enhanced online	using the User-Acceptance Testing Tool
	system	
	c. Navigate the online system	
	d. Accomplish the User-	1
	Acceptance Testing Tool	
June 28, 202	24 (Day 3) – Microsoft Teams	
9:00 AM -	Discussion of User Experience and	To discuss user experience and user
11:30 AM	User Testing Feedback	feedback for finalization of the eIPCRF
11.50 71141	a. Acceptability level	system
	b. Compliance to requirements	
	of users per governance level	
	c. Issues encountered and	
	proposed/implemented	
	solutions	
11.20 434	Closing Program	
11:30 AM -	Closing Program	
12:00 NN	1	<u> </u>

#### Annex B

## Virtual workshop on User-Acceptance Testing and Finalization of the Online e-IPCRF Collection and Consolidation System June 26-28, 2024

# **Detailed List of Participants Requested**

Governance Level/Region	Office	Position	Requested No. of Participants
Regional Office	alu.		
CAR			1
Region I			2
Region IV-A	HRDD,	Chief/	3
Region VI	Administrative	Representatives	3
Region VIII	Division - Record	(users of the	2
Region IX	Section	online eIPCRF System for teachers)	1
			2
Region X			1
CARAGA			
Schools Division Office			5
CAR Division of Benguet Division of Ifugao Division of Abra	Human Resource Development Section (SDO- HRDS), School Governance and Operations Division (SGOD) Chief	Chief/ Representatives (users of the online eIPCRF System for teachers)	
Division of Mt. Province  Region I  Division of Ilocos Norte  Division of Pangasinan I  Division of Candon City			7
Region IV-A Division of Rizal Division of Tanauan City Division of Batangas			8
Division of Laguna Region VI Division of Silay City Division of Victorias City Division of Iloilo			8
Division of Negros Occ.  Region VIII  Division of Leyte  Division of Samar  Division of Borongan City			7
Division of Eastern Samar  Region IX  Division of Dapitan City  Division of Dipolog City			5
Division of Zamboanga del Sur  Region X  Division of Bukidnon Division of Cagayan de Oro City Division of Camiguin Division of El Salvador City Division of Gingoog City Division of Higan City Division of Lanao del Norte Division of Malaybalay City Division of Misamis Occidental Division of Misamis Oriental Division of Oroquieta City Division of Ozamiz City			14

Governance Level/Region	Office	Position	Requested No. of Participants
Division of Valencia City			
Region XIII			5
Division of Agusan del Sur			
Dívision of Surigao del Sur			
Division of Tandag City			

Schools			
CAR	***	Ţ	10
Division of Benguet	Schools	School Heads	10
Division of Ifugao	Donoois	School Heads	
Division of Abra			
Division of Mt. Province			1
Region I			12
Division of Ilocos Norte			1 12
Division of Pangasinan I			
Division of Candon City			
Region IV-A			14
Division of Rizal			1
Division of Tanauan City			
Division of Batangas			
Division of Laguna			1
Region VI			14
Division of Silay City			1 .
Division of Victorias City			
Division of Iloilo			
Division of Negros Occ.			
Region VIII			12
Division of Leyte			
Division of Samar			
Division of Borongan City			
Division of Eastern Samar			
Region IX			10
Division of Dapitan City			
Division of Dipolog City			
Division of Zamboanga del Sur			
Region X			All schools
Division of Bukidnon			(1 representative
Division of Cagayan de Oro City			per school)
Division of Camiguin			per serioor,
Division of El Salvador City			
Division of Gingoog City			
Division of Iligan City			
Division of Lanao del Norte			
Division of Malaybalay City			
Division of Misamis Occidental			
Division of Misamis Oriental			
Division of Oroquieta City			
Division of Ozamiz City			
Division of Tangub City			
Division of Valencia City			
Region XIII			10
Division of Agusan del Sur			)
Division of Surigao del Sur			
Division of Tandag City			1.

Office	Position			
Governance Level/Region Office Position National Technical Working Group (NTWG)				
Region X	EPS			
SDO Zamboanga Sibugay	ITO I			
SDO Samal Island	ITO I			
SDO Dasmariñas City	PSDS			
SDO Dasmariñas City	Master Teacher II			
CO ICTS-SDD				
CO ICTS-SDD				
CO ICTS-SDD				
CO BHROD-HRDD	PDO V			
CO BHROD-HRDD	PDO IV			
CO BHROD-HRDD	PDO III			
CO BHROD-HRDD	PDO III			
	Region X  SDO Zamboanga Sibugay SDO Samal Island  SDO Dasmariñas City  SDO Dasmariñas City  CO ICTS-SDD  CO ICTS-SDD  CO ICTS-SDD  CO BHROD-HRDD  CO BHROD-HRDD  CO BHROD-HRDD			